

Administration

Employee
ResponsibilitiesUniversity or
Laboratory Names**POLICY:**

- .01 Use of the name of the University of California or the Laboratory regarding any unofficial activity implies University or Laboratory involvement in the activity. When the activity concerns controversial or prejudicial matters, such implication may affect the freedom of the University of California and the Laboratory to pursue their legitimate purposes.

UNAUTHORIZED USE:

- .02 No employee will use the names "University of California" or "Los Alamos National Laboratory," or their abbreviations, to
- Designate any business, social, political, religious, or other type of organization, including but not limited to any corporation, firm, partnership, association, group, activity, or enterprise;
 - Imply, indicate, or otherwise suggest that any such organization is connected or affiliated with, or is endorsed, favored, or supported by, or is opposed by either the University or the Laboratory; or
 - Display, advertise, or publicize the names in connection with any meeting, assembly, or demonstration or any propaganda, advertising, or promotional activity that has, for its purpose or any part of its purpose, the support, endorsement, advancement, opposition, or defeat of any strike, lockout, or boycott of any political, religious, sociological, or economic movement, activity, or program.

**ENDORSEMENT OF
COMMERCIAL PRODUCTS:**

- .03 Employees are prohibited from using the name of either the University or the Laboratory in connection with commercial products.
- .04 Commercial products may be identified when necessary to describe Laboratory work and reports of testing done, without comment on the product's worth.

University or Laboratory Names

- .05 The Public Affairs Office must be informed of any product evaluation proposed to be given public dissemination (*see* [AM 707](#)).
- EMPLOYEES AS WITNESSES:** .06 For information regarding testifying as a witness in court, in legislative proceedings, or before boards and commissions, see [AM 726](#).
- CONTACTS WITH STATE OR FEDERAL OFFICIALS:** .07 Unless specific authorization is obtained from the Director, an employee must not initiate or seek to promote, through members of the Legislature or the Congress, or other state or Federal officials, any policies or legislation by giving the appearance (for example, by the unauthorized use of Laboratory stationery for communicating with Congress) of acting in the name of the University of California or the Laboratory on any policies or legislation. This policy in no way restricts an employee's rights to contact such officials as a private citizen.
- Notify Director** .08 An employee must notify the Director of any invitation by a member of a committee of the Legislature or Congress, or by any other state or Federal agency or official, to discuss pending legislation or policy relating to the Laboratory or the University or to serve on such a governmental commission, board, or committee.
- DISCIPLINE:** .09 Failure to comply with provisions relating to use of University or Laboratory names may result in disciplinary action, up to and including termination.